

CITY OF FREDERICK
WATERSHED AD-HOC COMMITTEE
MINUTES

Meeting #8
Page 1 of 3

DATE/TIME: Thursday, March 12, 2015 (1:30 p.m. – 2:30 p.m.)

LOCATION: DPW Training Room, 111 Airport Drive, East, Frederick, MD

MEETING: #8

ATTENDEES:

Members

Mark Boggs
Dave Diehl
Sally Fulmer
Clyde Hicks
Mark Lawrence
Pat Oliva
Kevin Sayers
Phil vanWerkhoven

City

Marc Stachowski, Committee Facilitator
Jenny Willoughby, Sustainability Manager

Maryland DNR

Adam Miller, DNR Forest
Donnie Rohrbach, DNR Wildlife

Guests

Sylvia Carignan, Frederick News-Post
Kathy Calvert
Marilyn Veek

1. Approval of Minutes: February minutes to be approved at April meeting.
2. University of Maryland Update: Jenny Willoughby informed that the class working on our Watershed project will visit the site to collect data on the sanctioned trails, identify locations where parking lots should not be placed, work on providing a sign/kiosk strategy and then presenting their findings to the committee. *(Note: On-site and trail meeting has been scheduled for March 30 @ 1:30 p.m.)*
3. Sub-Committee Reports:
 - a. Enforcement: Dave Diehl noted that the FINAL DRAFT of the Information/Rules sign had been completed and incorporated all key elements discussed and decided upon. He felt it was a first, best effort to begin the enforcement process. Marc presented a copy of the sign to the group. The enforcement group will now work on identifying a list of locations to place the sign. Once the number of site locations is known, Marc will have that number of signs printed up for installation.
 - b. Forest Stewardship Plan: No update was available from this sub-committee.

CITY OF FREDERICK
WATERSHED AD-HOC COMMITTEE
MINUTES

Meeting #8
Page 2 of 3

- c. Sanctioned Trail Network: Clyde Hicks noted that the sub-committee is continuing to work on the assessment tool draft and needing to add some language relating to poor trail conditions, an instruction sheet on using the assessment tool and creating a list of definitions to clarify terms and meanings. The goal is to be able to perform a test on the assessment tool by the end of March (Hamburg Road & Gambrill Park).

Clyde also wanted to note that a “Kayak Raffle” is being held in which all proceeds will go to assist in the funding of the Watershed project. The drawing is to be held on April 20th. Ideas for use of the proceeds included sign construction, equipment for Blue Trail relocation project and materials needed for engineered parking spaces.

- d. Long-Term Maintenance: Sally Fulmer presented that the group is continuing to work on developing a method for long-term maintenance and currently awaiting feedback. Marc noted that he and Dave Kalt are working with the Legal Department on creating a process to have groups recognized with authority to work on trails. Marc indicated that the City would need to use an RFP Procurement process in order to solicit for types of groups and/or organizations who would be able to meet standards identified in the Scope of Work presented in the RFP.

Discussion was held on how the groups would be chosen from the RFP process with Marc noting that all RFPs would be reviewed by a selection committee, Executive Summary prepared and recommendation for entering into an agreement with that group and/or groups would be made to the Mayor and Board. He indicated, too, that it may be helpful to first present the recommendation at a Mayor and Board Workshop so that the item could be fully discussed with time to address any questions that the Mayor and Board may have.

Phil vanWerkhoven asked if there would be any provision for youth and/or other groups such as the Boy Scouts to perform volunteer work in the Watershed. Marc said that in those cases, it would be suggested that they take their request to the authorized group and work under their guidance.

Sally also presented that the 26th Annual Potomac River Watershed Cleanup event to be held on Saturday, April 18, 2015, with posters available for hand-out. Marc indicated he had taken some to put up at various City office sites.

- e. Delauter Road Update: Jenny provided an update on the work the County is performing on Delauter Road and noted that the design had been completed and work should begin within the next two months.

CITY OF FREDERICK
WATERSHED AD-HOC COMMITTEE
MINUTES

Meeting #8
Page **3** of **3**

Next Steps:

- ♦ Enforcement
 - ♦ Research Rule Sign locations
 - ♦ Distribute map of proposed locations
- ♦ Forest Stewardship Plan
 - ♦ Continue with Revisions to Plan
- ♦ Trail Network
 - ♦ Test Assessment Tool by end of March
 - ♦ Finalize Matrix
- ♦ Long-Term Maintenance
 - ♦ Work on RFP DRAFT (Marc)
 - ♦ Master Schedule of Trail Network

There being no other business, the meeting was adjourned at approximately 2:45.

NEXT MEETING

Thursday, April 9, 2015
1:30 p.m.
DPW Training Room